

**BY ORDER OF THE  
SECRETARY OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 31-208**

**22 SEPTEMBER 2015**



**SECURITY**

**CORRECTIONAL CUSTODY  
(REMOTIVATION) PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 31-1, *Integrated Defense*. It provides guidance on general Security Forces duties and law enforcement operations. This instruction applies to Department of the Air Force military, civilian, and Reserve personnel from other US military branches assigned or attached to Air Force units, contract Security Forces, and government-owned, contractor-operated (GOCO) and contractor-owned, contractor-operated (COCO) facilities. Refer recommended changes to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional chain of command. Any organization may supplement this instruction. The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974. The authority to collect and/or maintain the records prescribed in this publication are 10 U.S.C. & 8013 and DoDD 7730.47, Defense Incident Base Reporting System. Forms affected by the PA statement. The applicable Privacy Act Statement of Record notice is available online at: <http://dpclld.defense.gov/Privacy/SORNs.aspx>. The commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. **Records Disposition:** Ensure that all records created as a result of this publication are maintained per AFMAN 33-363, *Management of Records*, and disposed of per

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### ***SUMMARY OF CHANGES***

This publication has been revised. Changes include incorporating recommendations from the Compliance Statement Standard review, updating references and complying with AFI 33-360 requirements.

## Chapter 1

### PROGRAM DEFINITION AND PURPOSE

**1.1. Definition.** This AFI implements Correctional Custody as a non-judicial punishment option that commanders may impose for offenses under Article 15 of the Uniform Code of Military Justice. It is not confinement, and time served in remotivation is not time lost under Title 10, United States Code, Section 972. Security Forces Staff are not assigned to, nor part of, the program. Detention cells co-located with law enforcement desks and Air Force Corrections System (AFCS) facilities are not to be used for this program.

**1.2. Purpose.** This program is optional. It provides commanders a secure setting in which to maintain discipline while reeducating and remotivating Airmen for return to the mainstream Air Force. It educates, rehabilitates and deters program entrants from repeating offenses. Because depriving Airmen of their liberty is a severe punishment, imposing this program requires careful consideration.

## Chapter 2

### ORGANIZATION, STAFFING AND STAFF TRAINING

**2.1. Determining Need.** Installation commanders decide whether a program is needed by balancing potential costs and benefits. This program should not be run by the SF personnel and should be re-evaluated at least annually.

2.1.1. Before setting up a program, consider these factors

2.1.1.1. Deterrent to potential entrants.

2.1.1.2. Cost of facility, staff, vehicles, and equipment.

2.1.1.3. Burden on units providing staff.

2.1.1.4. Savings from rehabilitating entrants instead of replacing them.

2.1.1.5. Value of work entrants do for the installation.

2.1.1.6. Potential number of entrants.

**2.2. Remotivation Housing.** Use dormitories or other suitable housing. If quarters for unaccompanied personnel are used, clearly define the program area and make it off limits to people not involved in the program. Use partitions to make rooms in open-bay dormitories. In all cases, consider needs for fire, safety and emergency evacuation before program requirements.

**2.3. Regional Facilities.** If an installation facility is impractical, installations may participate in a regional program. Air Force major commands (MAJCOMs) may determine the need for regional facilities. If the installation belongs to a separate MAJCOM, develop support agreements to define responsibilities.

## Chapter 3

### OPERATING A REMOTIVATION AREA

**3.1. Remotivation Plan.** If the installation commander opts for a program, then they are responsible for its establishment. If established, the installation commander designates an OPR for the program. The OPR will develop a local plan governing its operation in coordination with the Staff Judge Advocate (SJA). (T-3). The installation commander will review and approve the installation's program plan. (T-2).

3.1.1. The plan should include the following:

3.1.1.1. Purpose and policy.

3.1.1.2. Rehabilitation programs and responsibilities of referral agencies.

3.1.1.3. Standardized procedures for in-processing.

3.1.1.4. Daily schedules.

3.1.1.5. Responsibilities of unit commanders, program supervisors and staff.

3.1.1.6. Training and work programs, including how much "extra" duty to permit.

3.1.1.7. Guidelines for supervising and treating entrants.

3.1.1.8. Establish local procedures for secure storage, issue, accountability, and destruction of entrant medications. The program staff strictly controls medical supplies and medication, documents all medication issues and dispositions, and files completed records in an entrant's established folder.

3.1.2. The training and work plan may include military, physical or technical training, productive work or other duties. Program entrants may be assigned details. Develop procedures for returning entrants to their normal duty sections for parts of the day as soon as possible after entry into the program.

3.1.2.1. Installation commanders will incorporate a physical training routine at least three times a week into the entrant's curriculum. (T-2).

3.1.2.2. Prior to entering the program, the Airman's unit ensures the host medical facility conducts a health assessment. The purpose of the assessment should focus on the entrant's fitness to complete program requirements. (T-3).

**3.2. Unit Commander's Progress Review.** Commanders maintain command authority for assigned personnel in the program, regardless of location. If imposed, the commander or first sergeant reviews the progress of the entrant weekly. Commanders must get base referral agencies to evaluate and contribute to the correction process by making referral appointments for entrants. (T-3). Commanders are responsible for providing escorts to required referral appointments. Commanders may mitigate, remit, or suspend punishment for the following reasons:

3.2.1. The entrant's behavior is believed to have been corrected.

3.2.2. Remotivational treatment is no longer appropriate.

3.2.3. Administrative discharge actions have begun.

**3.3. Staffing.** The Installation Commander determines the size of the program staff and carefully screens and selects NCOs to make sure they are responsible, dependable, mature and meet all quality indicators. Security Forces are not assigned as staff members. A panel consisting of a Field Grade Officer, a Chief Master Sergeant, and a First Sergeant will be appointed by the Installation Commander to screen and recommend NCOs for Remotivation staff duties. (T-2). All NCOs appointed to the program staff retain their primary AFSC. Refer to AFI 36-2101 (3.34.4.1) to approve using Airmen (E-4) through SMSgt outside their CAFSC. The NCOIC of the Program Staff reports directly to the Installation Commander or designated representative. The Installation Commander may screen and detail additional staff from units with members assigned to the when the staff temporarily needs them. Do not use corrections or confinement staff personnel to manage or staff a program facility.

3.3.1. Prior to assigning members to the program staff, the installation commander must require each individual have proper CPR and other first-aid related training as determined by MDG/CC. (T-2).

3.3.2. The installation commander must have provisions established for female candidates when assigned. (T-2).

**3.4. Training and Work Programs.** Allow entrants to train and work in their own units as they progress in the program. Each unit supervises entrants attached to it for training or work and designs duties so entrants meet performance standards in their AFSC by the end of the program.

3.4.1. Supervisors of regional program facilities will designate work and training units for candidates, thus returning candidates to their AFSC whenever possible. (T-2).

3.4.2. Each facility uses offices such as base legal, a local PME Academy, and the Military Equal Opportunity office to educate entrants on professional military subjects.

**3.5. Supervising Candidates.** Supervise entrants at all times in the program area, and know where they are at other times. Program supervisors and staff will not carry weapons or use any form of personal restraints, such as handcuffs. (T-3). Staff members must abide by the following standards when dealing with entrants: (T-1).

3.5.1. Act in accordance with the requirements of the UCMJ and observe the rights of individuals. The following aspects of program staff member behavior require special emphasis and the program supervisor immediately reviews any violations:

3.5.1.1. Personal dignity of all individuals is observed and any act or work assignment that demeans, degrades, humiliates or serves only to embarrass an individual is expressly prohibited.

3.5.1.2. Physical abuse, hazing, use of unnecessary force and any form of corporal punishment by staff is prohibited. The use of profanity by staff is prohibited.

3.5.1.3. Striking or laying hands upon candidates is prohibited except in self-defense, to prevent serious injury to others, to prevent serious damage to property, to effect an authorized search, or to quell a disturbance. In such cases, the amount of force used is the least amount necessary to bring the situation under control.

3.5.1.4. The staff shall not use their official position to establish or maintain social contacts or relationships with entrants or their families or friends. (T-3).

3.5.1.5. The staff shall set high personal standards of appearance and military bearing. (T-3).

3.5.1.6. Staff members are prohibited from fraternizing with entrants. These restrictions should not prohibit all contact, such as simple conversations between entrants and staff.

3.5.1.7. Sexual harassment is prohibited. This behavior interferes with an individual's performance and creates an intimidating, hostile and offensive environment. Whether the individual is an entrant or staff member, sexual harassment denies the individual respect and dignity, and is contrary to the mission of the facility.

**3.6. Disciplining Candidates.** The commander who imposes punishment also disciplines entrants who commit violations while in the program. The installation commander may empower the program supervisor to withdraw in-house privileges from entrants who commit minor violations. The program supervisor must establish disciplinary guidelines. (T-2).

**3.7. Clothing for Candidates.** Program entrants must wear the prescribed Air Force uniform in the program area and in training or work programs. (T-3). Do not use special or distinctive uniforms, armbands, or other devices to identify entrants.

TIMOTHY K. BRIDGES, SES  
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**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 12 Jan 2015

AFI 33-360, *Publications and Forms Management*, 25 Sep 2013

AFPD 31-1, *Integrated Defense*, 28 Oct 2011,

AFI 51-202, *Nonjudicial Punishment*, 31 March 2015

AFMAN 44-163\_IP, *First Aid, Manual*, 23 Dec 2002

AFMAN 33-363, *Management of Records*, 1 Mar 2008

DoDD 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 15 Oct 1996

10 USC Sec 8030

10 USC 972

***Adopted Forms***

AF IMT 847, *Recommendation for Change of Publication*



**Attachment 2****DUTIES AND RESPONSIBILITIES**

**A2.1.** The Air Force Director of Security Forces (HQ USAF/A4S) establishes policy and guidance for administering the program.

**A2.2.** The Air Force Security Forces Center, Corrections Division ( AFSFC/SFC) monitors and administers the program as directed by the HQ USAF/A4S.

**A2.3.** The MAJCOM/A7S acts as the MAJCOM's office of primary responsibility for the program and coordinates with AFSFC on program issues.

**A2.4.** The installation commander approves local policies and procedures for operating the program and uses referral agencies to counsel/evaluate candidates. The installation commander also uses feedback from the unit commander, referral agencies, and program supervisor to evaluate the program's effectiveness.

**A2.5.** Unit commanders decide if remotivation corrects an entrant's delinquent behavior. Do not assign remotivation for members above staff sergeant or when the individual is discharged. Track and evaluate an entrant's progress in the program using regular reports from the program supervisor and referral agencies.

**A2.6.** The program supervisor will:

A2.6.1. Administer the program under the designated OPR's supervision. (T-2).

A2.6.2. Oversee buildings and equipment. (T-2).

A2.6.3. Make sure correction is fair and effective. (T-2).

A2.6.4. Report any misconduct that may warrant disciplinary action to the responsible commander. (T-2).

A2.6.5. Supervise entrants in the program area or assigned duties that are directly monitored. (T-2).